

# SODIJI KOYINSOLA

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## CAREER SUMMARY

Human Resources Professional and Company Administrator with over 1 year experience in the management of organisation and employees. Proven ability in the development and management of people and organisation in an increasingly competitive arena. Excellent record of added value through solid and innovative contribution to bottom line growth. Notable interpersonal, negotiation, motivational and superior communication skills. Good knowledge of leadership and mentoring capability, able to exercise judgment, initiative and discretion at all time. Reputation as an organizer and leader with integrity who consistently achieve committed objectives and having good understanding of the key issues in the management of Human Resources.

## EDUCATIONAL BACKGROUND

**Babcock University, Ilishan-Remo, Ogun State** **2020-2022**

Masters of Business Administration (Human Resource)

**Babcock University, Ilishan-Remo, Ogun State** **2014 – 2018**

B.Sc. International Law & Diplomacy

## WORK EXPERIENCE

**Dominion Consulting Nigeria, Ogba, Lagos State**

Human Resource Officer July 2021 – November 2021

- ✓ People flow and People monitoring: Proactively track employee's data, documents and status to support Human Resources processes such as Performance Management, transfers, Career management, Compensation and benefits etc.
- ✓ Personnel support: Ensure effective support to all employees and managers to provide an efficient service regarding all questions related to Human Resources, Performance issues and Personnel Management
- ✓ Organisation and Sourcing: Ensure that line management can hire the personnel they need in time, quality, and quantity, and with the appropriate competencies within the right costs and time parameters.
- ✓ HR Administration: Set up efficient HR processes to manage employee's life cycle events. Monitor these processes to ensure continuous improvement based on employee's feedback and lesson learnt. Maintain all data related to employees in order to provide up-to-date information to management internal employees and authorities.

**National Youth Service Corps, Oyo State**

**Zartech Industrial Limited, Ibadan**

Human Resource Assistant

January 2019 – October 2019

- ✓ Arranged interview venue, handles logistic and transport claims for candidates attending interviews

- ✓ Prepared invitation letters for tests and interviews
- ✓ Assisted in conducting credentials' verification of new employees
- ✓ Provided administrative support to the HR department
- ✓ Maintained Job description catalogue and assisted line manager in reviewing JD
- ✓ Recruitment and selection of all grades of employees
- ✓ Ensured all staff records are up to date
- ✓ Followed up employee contracts (send employment letters, renew contracts, confirmation letters, etc)
- ✓ Assisted in creating and enforcing policies in the workplace
- ✓ Sourced profiles from various job channels, screened and shortlisted CVs

## CERTIFICATIONS AND TRAININGS

**New Horizons Nigeria** **2018**

Project Management  
 Microsoft Office Suite  
 Customer Relationship Management

**United Kingdom Human Resource Institute** **2019**

Proficiency in Human Resource

## PERSONAL SKILLS AND COMPETENCES

- ✓ Knowledge of applicable federal & state laws
- ✓ Research and continued learning
- ✓ Excellent IT skills including knowledge of Core HR Information System
- ✓ Ability to work in a team-oriented, continuous improvement and customer-centric environment
- ✓ Excellent Oral and written communication & Interpersonal skills
- ✓ Proficient in Microsoft Office Suit & Time Management
- ✓ Conflict resolution skills, employee relations, maintaining confidentiality, objectivity & analytical thinking
- ✓ HR Administration, HR Policies & Policies, Recruitment, & event organizing

## ACHIEVEMENTS

- ✓ Established new performance evaluation which has increased employee satisfaction with review process 45%
- ✓ Initiated and implemented the use of Biometric Attendance Clocking System.